

S-E-C-R-E-T

ATTACHMENT "B"

25X1A

This Notice Expires 31 December 1958

NOTICE

Proposed

PERSONNEL
1958

NEW FITNESS REPORTING SYSTEM

1. The new fitness reporting system, which was approved by the CIA Career Council, will be formally put into effect in headquarters and the field on 1 January 1959. However, the new Fitness Report Form No. 45 (8-58) will be stocked in Building Supply Rooms on 3 November 1958 and should be used as soon as available.

2. There is no change in Agency policy in regard to the submission of Initial Fitness Reports. An initial report will be prepared for each employee as of nine months after his entrance on duty with the Agency. This report is of particular significance in providing a record of the supervisor's evaluation of the employee before he has completed his twelve-month trial period.

3. A major innovation is the new system for the submission of Annual Fitness Reports. The new procedure provides for a fixed schedule of due dates which is based on grade levels, replacing the old cycle based on entrance on duty anniversary dates. This system results in all individuals in the same grade level being evaluated at the same time. Annual reports will be prepared for each employee in accordance with the following schedule.

SCHEDULE FOR SUBMISSION OF ANNUAL REPORTS

GRADES	FOR PERIOD ENDING	DUE IN OFFICE OF PERSONNEL	
		FROM HEADQUARTERS	FROM US & FOREIGN FIELD
GS-1 through GS-5	31 March	30 April	31 May
GS-6 through GS-8	30 June	31 July	31 August
GS-9 through GS-11	30 September	31 October	30 November
GS-12 and GS-13	31 December	31 January	28 February
GS-14 and above	31 March	30 April	31 May

4. Annual reports need not be prepared in accordance with the above schedule when a report has been made 90 days prior to the due date of the annual report. An annual report may be deferred until the employee has been under jurisdiction of the supervisor for 90 days. During the period of implementing the new system, there will be instances where two Annual Fitness Reports on an individual will be prepared during a twelve month period and in other cases more than twelve months will elapse between annual reports.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director.
(Support)

DISTRIBUTION: ALL EMPLOYEES

S-E-C-R-E-T

BOOK DISPATCH NO. _____

Proposed

DATE _____

TO: All Chiefs of Station and Base
FROM: [REDACTED]
SUBJECT: Revised Fitness Reporting System
ACTION REQUIRED: Compliance

1. Modifications in the fitness reporting system have recently been approved. The Fitness Report form has been revised, and the schedule for submitting reports has been changed.

2. A copy of the revised Form 45 is attached for your information; additional supplies will be pouched to you in the near future. As you will see, the new form is only one part instead of two, and has been considerably simplified. In addition, the report must now be shown to the employee in most circumstances, and the employee must certify to the fact on the accompanying Form 45a.

3. Whereas reports heretofore have been based on the EOD date, their time of submission will now be based on the individual's grade, reports on all employees of a particular grade being prepared and submitted at the same time (see the attached Instruction Sheet to Form 45 for the Schedule for Submission of Reports).

4. Installation of the new schedule for reporting will commence with grades GS-12 and GS-13, first reports for whom will be due in headquarters 28 February 1959 for the period ending 31 December 1958. After 31 December 1958 no fitness report for any grade will be submitted on basis of anniversary of entrance on duty date.

5. Use of the new form should begin as soon as stocks are available, at which time any supplies of the present form should be destroyed.